

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No.	10. Budget Program Number 23611		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)			
3. Division			12. Proposed Class Title			
4. Section Legal	For  Use  By  Personnel  Office	13. Allocation				Position Number
5. Unit Legal and Fraud		14. Effective Date				
6. Location (address where employee works)  City Overland Park County JO		15. By	Approved			
7. (circle appropriate time) Full time x Perm. X Inter. Part time Temp. % Regular X		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:					

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

**Rae A Nicholson**

**Attorney II**

**K0062811**

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

**SAME**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee in this position is expected to perform the required duties with a minimum of oversight and supervision. The employee will have considerable latitude in completing the work within the scope of the law and agency requirements. Training is available and detailed instructions will be provided

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
25	E	<p><b>ORGANIZATION AND USE OF INDEPENDENT JUDGEMENT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determines what legal documents are necessary for initiation of civil actions, garnishments, court appearances, and other actions, including welfare fraud cases.</li> <li><input type="checkbox"/> Develops and maintains a system to ensure timely response to administrative appeal requests. Employee gathers and prepares documents from appropriate staff for the Attorney. This employee works closely with the attorney to prepare for administrative appeal hearings, including preparing documents to be sent to the hearing officer, the appellant, the appellant's attorney, witnesses and agency staff, as well as developing and maintaining a calendaring system to ensure strict compliance with timelines.</li> <li><input type="checkbox"/> Reviews all requests by staff for guardian and conservator appointments to ensure all information is contained in file prior to review by Attorney II. Determines and initiates legal documents and ensures that cases are in proper form and legal documents are sufficient</li> </ul>
25	E	<p><b>COMMUNICATION AND RESEARCH:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receives and processes referrals from Attorney II, Special Investigators, and other DCF staff. Reviews for completeness and cost efficiency</li> <li><input type="checkbox"/> Receives and responds to requests for information from welfare fraud clients, regarding cases and answers questions regarding legal actions.</li> <li><input type="checkbox"/> Competently and professionally communicates with agency and court personnel for the purpose of verifying and obtaining information and to resolve problems and disputes.</li> <li><input type="checkbox"/> Communicates directly and frequently with Economic and Employment Support Units to provide workers with status reports and copies of orders obtained.</li> <li><input type="checkbox"/> Alerts attorney to changes to pre-formatted documents. Promptly and professionally brings other changes to the attention of the attorney.</li> <li><input type="checkbox"/> Initiates correspondence and telephone contacts regarding garnishments and responds to questions.</li> <li><input type="checkbox"/> Authorizes and negotiates welfare fraud payment schedules.</li> <li><input type="checkbox"/> Verifies information regarding welfare fraud cases.</li> <li><input type="checkbox"/> Reviews Kansas Public Assistance Manuals, handbooks, and directives and other agency manuals, forms and information for revisions; secures necessary revisions, and brings changes to the attention of the Attorney II.</li> </ul>

25	E	<b>PROTECTION OF CONFIDENTIAL MATERIAL</b> <input type="checkbox"/> Reviews material requested by other attorneys which has been ordered by the Court to be produced to ensure that confidential information as defined by HIPAA, agency confidentiality rules, attorney client privilege, and other applicable privileges is removed or redacted. Brings questionable material to the attorney, and assists with appropriate follow up action. <input type="checkbox"/> Ensures that information obtained by the legal division is provided to other agency staff and outside partners on a 'need to know' basis.
20	E	<b>ADMINISTRATIVE:</b> <input type="checkbox"/> Provides direct administrative support to the Attorney II by preparing correspondence and reports for Attorney II. Authorization is given for employee to sign documents for the Attorney II in certain circumstances. Secures supplies and information for the Attorney II as requested and as needed. <input type="checkbox"/> Provides back up administrative support for the regional director and other leadership team members as needed, provides back up support for operations team members as time allows and as needed. <input type="checkbox"/> Receives, reviews, and routes, information from telephone and mail contacts in the absence of the Attorney II. <input type="checkbox"/> Uses computer systems and other resources to verify location and other necessary information for legal cases. <input type="checkbox"/> Prepares legal documents for Attorney II, ensures that all documents are in the proper format as determined by the attorney and supreme court. <input type="checkbox"/> Prepares quarterly reports for review by Attorney II and submission to the regional director and central office. <input type="checkbox"/> Files Court documents with the Court in JO county, and other counties as needed
5	E	<b>OTHER DUTIES AS ASSIGNED:</b> This employee works with a considerable amount of independent judgment. Work is reviewed by reporting to and consulting with the Attorney II. This position may be delegated other responsibilities that are not routinely reviewed

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Legal documents and correspondence must be precise, accurate, correct, and timely in order to avoid possible law suits and / or financial loss to the agency. Additionally, employee handles material with several layers of confidentiality, failure to maintain confidentiality could result in liability to the employee and the agency for disclosure of the material.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee will have a considerable amount of contact with applicant/recipients of agency services, other agency staff, attorneys, employers and other governmental and public service officials. These contacts are related to securing information, handling legal matter, answering questions and concerns resolving problems.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Verbal abuse and threatening behavior by persons affected by agency actions to enforce fraud judgments and administrative matters. Some travel is required due to interaction with District Court. Employee will likely be exposed to material that is graphic in nature.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Use of agency computer and mainframe systems, word processing programs, internet, email, and calendaring systems, copy machine, scanner, fax, telephones with voice mail, multiline telephone systems, any and all other regular office equipment

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Notary public

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Experience - length in years and kind

Experience in responsible administrative assistance position, preferably legal in nature, and the ability to make independent decisions and resolve problems and concerns without supervision. Communication and Computer Experience. Experience with Agency Databases

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date